



## **State Courts System - Second Judicial Circuit Communications Intern**

The Second Judicial Circuit is seeking a Communications Intern to start work immediately. This position will receive no compensation. The ideal intern will possess a professional work ethic and treat the internship like an actual job. We are seeking a junior or senior undergraduate or graduate student, in public relations, marketing, political science, history, law, communications, or digital communication for business development. An intern interested in pursuing a law degree preferred.

### **Specific tasks:**

- Prepare press releases
- Develop a social media plan and subsequent content for Facebook, Twitter, and Instagram
- Update and improve the Second Judicial Circuit website
- Establish presence on LinkedIn
- Prepare user impact reports
- Create an improved juror orientation video
- Assist with special events (judicial investitures, court training seminars, etc.)
- Prepare impact reports
- Assist with educational tours in the Leon County Courthouse
- Develop content for an internal newsletter

### **Regular commitments/meetings:**

- 15-20 hours per week; flexible schedule
- Attend bi-weekly Managers Meeting, Thursday 2-3pm

### **Qualified candidates will:**

- Possess a professional work ethic
- Be dependable; treat the internship like an actual job
- Have the ability to work independently and with others
- Have excellent written and verbal communication
- Have excellent computer skills with experience in social media and Microsoft Office
- Proficiency in Photoshop, Illustrator, or InDesign preferred
- Openness to learning and growing within the internship experience
- Follow strict guidelines and understand approval process
- Maintain confidentiality

**Benefits:**

- No compensation or health insurance is offered
- Resume entry
- Network with professionals from various elected offices, e.g., County Commission, State Attorney, Public Defender, and Clerk of Circuit Court
- Letter of recommendation for good performance
- Gain first-hand knowledge of the Judicial Branch
- Opportunity to observe various court proceedings

**Supervision:**

- Leon County Judge Nina Ashenafi-Richardson, Trial Court Administrator Grant Slayden, and Chief Deputy Court Administrator Paula Watkins

**Miscellaneous:**

- Prospective applicants must complete an application addendum
- Criminal background and personal reference checks will be conducted
- Duties require work in a high security environment (screening required to enter work through public entrances, cameras in the workplace, wear photo ID, etc.)
- Issued and accountable for a security badge
- Political activities are limited during this internship

**Location and hours:**

- Leon County Courthouse, 301 South Monroe Street Tallahassee, FL 32301
- Specific days and number of hours are flexible and will be negotiated based on class and personal commitments

**To apply:**

Submit a resume to Paula Watkins, contact information noted below

**For more information, contact:**

- Paula Watkins, Office of Court Administration, at (850) 606.4420 or [watkinsp@leoncountyfl.gov](mailto:watkinsp@leoncountyfl.gov)
- Dr. Mark Zeigler, School of Communication, at (850) 644.0561 or [mzeigler@fsu.edu](mailto:mzeigler@fsu.edu)

**The Second Judicial Circuit is an Equal Opportunity Employer, and does not discriminate on the basis of race, color, religion, sex, pregnancy, national origin, age, disability, or marital status.**

**If you require a special accommodation to participate in the application and selection process, please notify us in advance.**

**The State of Florida does not tolerate violence in the workplace.**

**All information provided will be a public record and will be released upon request, unless exempt or confidential.**